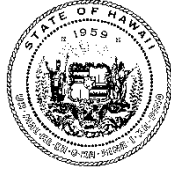


DAVID Y. IGE  
GOVERNOR



DOUGLAS MURDOCK  
Comptroller

AUDREY HIDANO  
Deputy Comptroller

## STATE OF HAWAII

### **Enhanced 911 Board Meeting (Combined Meeting) Kalanimoku Bldg., Room 322B 1151 Punchbowl St., Honolulu Thursday, October 8, 2015 10am – 12 noon**

**Board members present:** Paul Ferreira (Chair), Mark Begley, Thalia Burns, Lisa Hiraoka (Consumer Advocate designee), Roy Irei, John Jakubczak, Ryan Freitas, Kiman Wong and Mark Wong.

**Board members absent:** Todd Nacapuy, Steven Schutte and Jeff Riewer.

**Staff members present:** Courtney Tagupa (E911), Stella Kam (AG) and Kerry Yoneshige (DAGS).

**Guests:** Victoria Garcia (DoD), Bonnie Young (MPD), Antonio Ramirez (Akimeka), Gary Lum (HFD), Randy Macadangdang (HPD), Mary Boyd (Intrado), Travis Ing (HiPD), Diana Chun (ESD), Eleni Papakiristis (HT), Clement Chan (DIT), Eric Butler (Pictometry), Ah Lan Leong (HPD), Allan Nagata (HPD), Wayne Hirasu (SIC), David Miyasaki (KPD), Lavina Taovao (KPD), Kenison Tejada and Rob Gausepohl (KPD).

### **Meeting Minutes**

- A. Call to Order, Public Notice, Quorum**
  - a. The board chair called the board meeting to order at 10:36 am.
  - b. Public notice was issued.
  - c. Quorum was present.
- B. Executive Session: To discuss the hiring of an applicant for the administrative services assistant position pursuant to section 92-5(2), HRS.**
  - a. The board chair convened the executive session.
- C. Public testimony on all agenda items**

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- a. The board chair asked if anyone who wishes to provide testimony on any agenda item to please come forward. No one came forward to testify.
- D. Introductions**
  - a. Introductions were made by everyone present at the request of the board chair.
- E. Review and Approval of Last Month's Meeting Minutes**
  - a. The board chair requested the members of the committees to review the minutes of the September 10, 2015 board meeting for approval. Mark Begley motioned to approve the minutes of the September 10, 2015 board meeting. The motion was seconded and approved unanimously by voice vote by all board members present without discussion.
- F. Committee Updates by Committee Chairs**
  - a. Communications Committee – Steven Schutte
    - i. There were no updates at this time.
  - b. Technical Committee – Thalia Burns
    - i. There were no additional updates from what was first presented during the Communications, Technical and Finance meetings.
  - c. Finance Committee – Kiman Wong
    - i. There were no additional updates from what was first presented at the Communications, Technical and Finance meetings.
- G. PSAP Status Updates**
  - a. Kauai – Mark Begley – Nothing to report.
  - b. Oahu – Alan Nagata – Nothing to report.
  - c. Molokai – Dean Rickard – Nothing to report.
  - d. Maui – John Jakubczak – Nothing to report.
  - e. Hawaii – Paul Ferreira – Nothing to report.
- H. Executive Director's Report**
  - a. Executive Director provided an update on the ongoing items:
    - i. Prepaid Legislation – As a result of the inputs from the PSAPs, the executive director put together a model of the new items that were submitted by the PSAPs utilizing the existing FY2016-20 strategic budget plan. The model provided visibility on what the impacts would be both with and without the prepaid revenues.
    - ii. Independent CPA Audit Presentation – is presently on scheduled for the November 12th board meeting. It was previously delayed last month due to the auditor's request to complete his tax returns for September. The auditor will present the results of the audit at the November 12th board meeting. A preliminary report will be sent a week or two prior to the board meeting. Presently, there are no findings to report at this time. The auditor's report will only cover the E911 Fund and none of the agencies or City & County of Honolulu to see if the money has been spent as it was originally intended. A question was raised by Mr. Kenison Tejada as to what controls are in place to ensure the funds allocated have been spent accordingly. Paul Ferreira stated controls are

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in place in order to recoup money from the Board, a PSAP must submit a detailed spreadsheet and invoices pertaining to all expenditures and will be presented to the Board. Also, internal audits are being conducted by the city and county of Honolulu finance department to ensure accuracy on project spending. The internal controls will prevent moneys being used for anything other than its intended purpose. No actual disbursements of funds are being provided in advance of the expenditure. A Letter of Authorization will be issued by the executive director to the PSAP(s) to satisfy their procurement or fiscal departments. No disbursements of funds are provided without evidence of payment. The executive director stated that monthly reports provided to the Board detail exactly what amounts have been spent and remain unspent out of the original board approved budget. The independent auditor is reviewing all of these documents as part of the audit.

- iii. Recruiting for Administrative Services Assistant – was discussed during the executive session and will be seeking approval from the Board to hire the applicant. If the applicant is approved, she will start on Friday, October 9, 2015. We were unable to hire her on a more permanent basis due to a Reduction in Force (RIF) in bargaining unit 13, which this position is classified. The RIF has yet to be lifted. Our only option is to hire on a temporary basis or 89-day hire (classified as an emergency hire) until the RIF is lifted. The applicant understands there are no benefits associated with the 89-day hire and she is able to apply for the permanent position.
- iv. Website Timeline of Human Interest Success Stories – should the board approve the applicant for hire, the administrative services assistant will be assigned this responsibility of updating the timeline and will be contacting the PSAPs for the required information.
- v. Update of Board Bylaws – will be presented at November 12th board meeting as soon as it is reviewed with the board chair and will be placed on the agenda for the next meeting for review and approval by the Board.
- vi. Annual Report to the Legislature – is due in November and is presently on track for completion.
- vii. November NENA Fall Meeting – Executive Director will be attending the meeting in San Antonio, TX and there will be information on prepaid legislation and 911 grants. A full report of the meeting will be provided at the November 12th board meeting.
- viii. Boards and Commissions Meeting – Executive Director was informed of a Board and Commissions sponsored presentation which included the Sunshine Laws, legal immunities and defenses of the board members and State Ethics. All three areas were well presented by the parties. The state ethics code section was especially very informative. Due to the short notice, many board members

were not able to attend. It is periodically offered and as soon as notice is received of another date, it will immediately be forwarded to the Board.

- ix. Increase Ceiling – Executive Director completed the process to increase the ceiling to \$10.2M and it is under review by DAGS. Increasing the ceiling is consistent with the strategic budget plan and will allow JTMC related expenditure to take place as well as the Maui CAD update to proceed. The ceiling is currently at \$9M. If the request is fully approved, the ceiling will increase for one year from \$9M to \$10.2M

#### I. **Items for Discussion, Consideration and Action**

- a. 911 Timeline Update
  - i. A reminder was issued to all present to submit PSAP success stories to Executive Director. This will become crucial as we near the start of the legislative season and will justify our public expenditures. We need to show what we have instituted throughout the state is to the benefit of the community.
- b. Request for Approval
  - i. A request for funding has been moved to the full Board from technical and finance committees recommending approval **for MPD power phone emergency medical dispatch digital software for 10 positions on Maui and Molokai** in the amount of \$3,115. Mark Begley motioned to approve the funding request which was seconded by Ryan Freitas. The motion was approved by voice vote by all board members present.
  - ii. **Hiring of Administrative Services Assistant** – This is a request for approval by the board to proceed with the hiring of the Administrative Services Assistant. The John Jakubczak motioned to approve this request and it was seconded by Mark Begley. The motion was approved unanimously by voice vote by all board members.

#### J. **Announcements**

- a. The board chair stressed that Thursday, November 12th is a very important meeting and is scheduled after a holiday; November 11th is Veterans' Day. If anyone has any concerns with the meeting time (requests to start early or unable to attend) to let him know as soon as possible. Quorum is needed and if it cannot be met, the meeting date needs to be rescheduled.

#### K. **Open Forum: Public comment on issues not on the agenda for consideration for board agenda at the next meeting.**

- a. The board chair asked if there was anyone who wishes to comment on issues not on the agenda for consideration for the agenda at the next board meeting to please come forward. No one responded.

#### L. **Executive Session: HRS 92-5(a)(4) and HRS 92F (a)(2) to consult with the board's attorney on questions and issues pertaining to the board's powers, duties, privileges, immunities, and liabilities.**

- a. The board chair announced that a second executive session will not be as all business was completed during the executive session held at the beginning of the board meeting.
- M. Adjournment:**
  - a. The board meeting was adjourned at 11:04 am by voice vote of all board members in attendance.